

## Minutes of the Annual Meeting of Norton Lindsey Parish Council held in Norton Lindsey Church Room at 7.45pm on 9 May 2023

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr J Gilmore; Cllr M Neale; Cllr R Pocknell  
WDC Cllr P Phillips; WCC/WDC J Matecki (*both for part of the meeting*)  
Parish Clerk: Jennifer Bendall  
Public: One

- 23/05/09-AM/01 To elect the Chairman of the Council**  
Cllr Neale proposed that Cllr Stobart be re-elected as Chairman, seconded by Cllr Brown.  
AGREED UNANIMOUSLY.
- 23/05/09-AM/02 Record of members present**  
Noted.
- 23/05/09-AM/03 To receive apologies for absence**  
None.
- 23/05/09-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda**  
None.
- 23/05/09-AM/05 To receive all Councillors' Declarations of Acceptance of Office**  
Received.
- 23/05/09-AM/06 To receive the Chairman's Declaration of Acceptance of Office**  
Received.
- 23/05/09-AM/07 To decide when any Declarations of Acceptance of Office, which have not been received as provided by law, shall be received**  
Not applicable.
- 23/05/09-AM/08 Councillors to enter financial interests in Register of Members' Interests forms, or agree a date for completion within 28 days of election**  
It was AGREED that those Register of Members' Interests forms not given to the Clerk at the Annual Meeting would be handed to her by 19 May for submission to Warwick District Council.
- 23/05/09-AM/09 To elect the Vice Chairman of the Council**  
As in previous years, it was AGREED that NLPC would not elect a Vice Chairman for the forthcoming year.
- 23/05/09-AM/10 To agree dates for Council Meetings for the forthcoming Year**  
It was AGREED to accept the suggested dates for the next year as follows (all dates are Tuesday's unless otherwise stated):  
13 June 2023; 11 July 2023; 12 September 2023; 10 October 2023; 14 November 2023; 12 December 2023; 9 January 2024; 13 February 2024; 12 March 2024; 16 April 2024 – Parish Assembly *avoiding Easter holidays*; 14 May 2024 – Annual/Ordinary Meetings
- 23/05/09-AM/11 If applicable, to appoint Council Committee Members and to review remit of, including Delegation of Functions to Committees, and/or appoint Working Party Members as appropriate**  
It was AGREED that no Committees or Working Parties are required at this time.

- 23/05/09-AM/12 To appoint Representatives to Sit on Outside Bodies**  
It was AGREED that Cllr Stobart would continue as the Parish Council representative for the Claverdon & District Nursing Association.
- 23/05/09-AM/13 To appoint an Internal Auditor for the financial year 2023/24**  
The Clerk advised that she has tried to contact Mr R Smith regarding the 2023 Independent Internal Auditor but that to date she has been unable to reach him. It was AGREED to continue using Mr Smith's services if he is willing and able to do the audit, and that the Clerk will notify NLPC if she cannot reach him or if he is unable to do it.
- 23/05/09-AM/14 To review bank account signatories and arrange to sign appropriate Bank Mandate if there are any changes**  
It was AGREED that no changes are required at this time.
- 23/05/09-AM/15 To receive the Parish Council's Statement of Finances at 31 March 2023**  
The unaudited Statement of Finances as at 31 March 2023 were received and noted.
- 23/05/09-AM/16 To review the Parish Council's Asset Register**  
The Clerk advised that she had reviewed the Asset Register and that no changes were required. AGREED. There was a discussion regarding reviewing the replacement value of items and it was agreed that this would be carried out by a working party in the near future.
- 23/05/09-AM/17 To agree the Parish Council Action Plan for 2023/24**  
It was AGREED that the suggested Action Plan would be reviewed and any comments circulated by email before the June 2023 meeting, for approval at that meeting.
- 23/05/09-AM/18 To review the Parish Council's Standing Orders and Financial Regulations**  
The Clerk advised that the National Association of Local Councils (NALC) had made no changes to the model Standing Orders and Financial Regulations, and therefore NLPC's Standing Orders and Financial Regulations did not need updating. Both documents were accordingly readopted by the Council.
- 23/05/09-AM/19 To review the Council's insurance provision**  
The Clerk advised that the insurance premium with Zurich Insurance had risen slightly due to the increase in NLPCs Precept, and that the quote from Zurich for the forthcoming year was therefore £300. It was AGREED to accept the quote if the cover provided is the same as last year.
- 23/05/09-AM/20 To review subscriptions**  
NLPC's membership of WALC (the Warwickshire and West Midlands Association of Local Councils) was AGREED when the budget was approved at the January 2023 ordinary meeting, as was NLPC paying for the Clerk's membership of the Society of Local Council Clerks. APPROVAL of this expenditure was restated. No other subscriptions were identified.
- 23/05/09-AM/21 To consider training requirements for Councillors**  
It was recommended that new councillors should attend the WALC "Off to a Flying Start" induction training.
- 23/05/09-AM/22 Close**  
The meeting closed at 8.30pm